



## **JOB DESCRIPTION**

### **SENIOR MANAGER - ACCOUNTING AND FINANCIAL CONTROL**

**Job Title: Senior Manager - Accounting and Financial Control**

**Reports to: Managing Director**

**Direct Supervision: Assistant Manager - Accounting**

**Indirect Supervision: Accounting Officers**

Bourse Securities Limited is the largest independent player in the broker dealer segment of the financial services industry providing an extensive range of investment/financing products and services to institutional as well as individual clients. These include short term fixed rate investment products; stock and bond brokerage for local and international markets; mutual funds; asset management; selected financing for individuals and corporates.

The Company operates in a highly regulated industry.

#### **JOB SUMMARY:**

The Senior Manager - Accounting and Financial Control is responsible for and provides oversight of the accounting and financial control functions including planning and budgeting; preparation of accounts for audit purposes; management financial statements; financial regulatory reporting to supervisory authorities; taxation management and reporting as well as other related duties for the Company its subsidiaries and affiliates.

#### **DUTIES AND RESPONSIBILITIES:**

##### **A. Financial Control and Reporting**

- Responsible for the accuracy and timeliness of accounting and financial control reporting.
- Oversee preparation of management financial statements monthly, quarterly and annually in accordance with international accounting standards.
- Lead the Company's team in preparation of financial statements for the external audit process in conformance with IFRS/IAS.
- Tax preparation and management.

##### **B. Planning and Budgeting**

- Responsible for preparation of the Company's financial planning, forecasts and budgets in coordination with the senior management team.

- Monitor and report on variances for the Company's strategic and operational targets.
- Monitor and report on unit performance targets.

### **C. Financial Regulatory Reporting to Supervisory Authorities**

- Responsible for preparation and submission of a range of financial reports as required by the regulatory supervisory authorities
- Ensure that all financial regulatory reporting requirements are delivered in an accurate and timely manner.
- Ensure timely and accurate preparation of all tax returns and other information as required by regulatory bodies.

### **D. People and Process Management**

- Continuously review financial, control procedures in order to implement improvements across the Company as appropriate.
- Review, manage and establish, as needed, new internal systems and controls, operations, processes and financial procedures to ensure the integrity of financial information and reporting.
- Provide effective management direction and development support for highest level of performance by personnel in the accounting and financial control function.
- Serve cross-functionally in the execution of programmes and projects.
- Carry out other related duties as may be required from time to time.

### **Minimum Qualification and Experience**

- ACCA/CIMA or other recognized equivalent qualifications.
- Eight (8) years post qualifying consolidated experience in accounting and financial control operations.
- Knowledge of applicable financial services industry, regulations, accounting standards and guidelines would be a valuable asset.
- Excellent computer skills (Minimum MS Word and MS Excel, Accounting Software)

The preferred candidate will have strong leadership skills; be a team player with good people skills; have the ability to multi-task and prioritize independently and be a person of excellent integrity.

### **Environmental Demands of the Position**

- Working for extended periods on mentally challenging work that requires long periods of concentration.
- Working for extended periods on computers/laptops.
- Working with highly confidential information.

**APPLICATIONS CAN BE DIRECTED TO: [vacancy@boursefinancial.com](mailto:vacancy@boursefinancial.com)**